

Using Microsoft Office 2003 Advanced PowerPoint Handout

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Advanced Microsoft PowerPoint 2003

Microsoft PowerPoint 2003 is a presentation graphics program that produces dynamic and powerful slide shows containing text, graphics, charts, video clips, and much more.

This handout is a continuation from the [Intermediate PowerPoint 2003](#) handout and is designed as a reference to some of the advanced features that PowerPoint 2003 offers.

Using Slide Show View

There are three main views in PowerPoint: *Normal* view, *Slide Sorter* view and *Slide Show* view. *Slide Show* view takes up the full computer screen like an actual slide show presentation. In this view, the presentation displays as the audience will see it (including graphics, timings, movies, animated elements, and transition effects).


ADDING SPEAKER NOTES

Speaker notes are useful reminders of points the user wants to make during a slide presentation. Speaker notes can also serve as a way to document action items that come up during the course of a presentation. For example, as the user goes through a bulleted list during a presentation, discussion with audience may produce additional bulleted items to add to the presentation at a later time. To save time, the user can add speaker notes instead of going to *Notes Page* view. When adding speaker notes during a presentation, the notes are added in the *Speaker Notes* dialog box.

To add speaker notes:

1. Select the **Slide Show** menu ► **View Show** command.

Or

1. Click the **Slide Show** button  on the left side of the horizontal scroll bar under the **Normal View** Pane.
2. Right-click the slide to which a speaker note should be added. The slide show shortcut menu will appear.
3. Select **Screen** ► **Speaker Notes**. The *Speaker Notes* dialog box will open (see Figure 1).
4. Type desired speaker notes ► **Close** button.

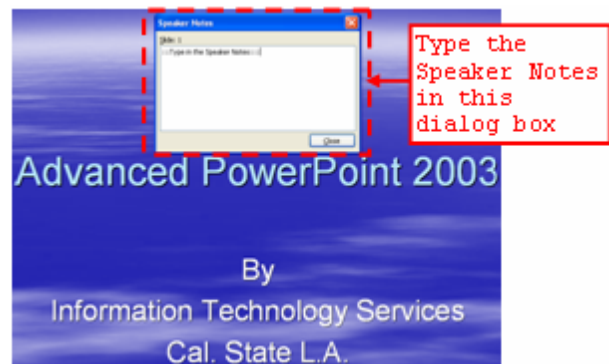


Figure 1 – Speaker Notes Dialog Box

PRINTING SPEAKER NOTES

It may be more efficient to print speaker notes for reference. Printed notes pages display a copy of the slide at the top of the page and a notes box containing the speaker notes below it.

To print speaker notes:

1. Open the presentation that has the notes pages to be printed.
2. Select **File** ► **Print...** The *Print* dialog box will open.
3. Click the arrow in the *Print what:* drop-down box and select “*Notes Pages*” ► **OK** button.

!NOTE:

To preview the slides that will be printed, click the **Preview** button in the lower-left corner of the *Print* dialog box.

USING A PEN TO ANNOTATE THE SLIDE SHOW

Writing on a slide with a mouse pointer during a slide show is called ink annotations or ink markups. For example, using the **Pointer Options** such as the **Ballpoint Pen** and **Felt Tip Pen**, or the **Highlighter** helps to emphasize the message by drawing an arrow to a particular text line or slide element.

To use a pen to annotate the slide show:

1. Run the slide show.
2. Right-click in the slide which needs to be annotated. The slide show shortcut menu will appear.
3. Select the **Pointer Options** command. A sub-menu will appear (see Figure 2).
4. Select the **Highlighter** or **Ballpoint Pen**, or **Felt Tip Pen**. The mouse pointer will change into the selected pointer.

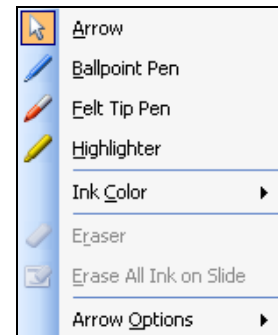


Figure 2 - The Pointer Options Menu

!NOTE:

It is also possible to use the key combination to activate the pen. The **Felt Tip Pen** will show as a result of pressing the **[Ctrl+P]** key combination during the slide show.

5. Drag to create the desired annotation. A line will appear on the current slide.
6. To change the mouse pointer back, press the **[Esc]** key.

!NOTE:

To immediately erase the annotation on the current slide press the **[Shift+E]** key combination.

CHANGING THE PEN COLOR

The default pen color can be changed into any other color. Changing the pen color may enhance the audience attention toward the presentation.

To change the pen color:

1. Run the slide show.
2. Right-click the slide to be annotated. The slide show shortcut menu will appear.
3. Select **Pointer Options ► Ink Color**.
4. Select the desired pen color.

Presenting to a Wider Audience

Often when presentations are to a large audience in one room, it is necessary to move the presentation to another computer. To do so, the user can package the presentation and any linked files and then unpack it on the computer where the presentation should be run. PowerPoint includes the **PowerPoint Viewer** in the package by default that allows running a presentation even on the computers that do not have PowerPoint installed.

EMBEDDING FONTS IN A PRESENTATION

When running a presentation on a different computer, it may not look the same as on the computer where it was created. One reason for this may be that the fonts used are not available on another computer. It is a good idea to embed the fonts in the presentation to ensure that the fonts displayed are the fonts that have been selected. Only Windows TrueType fonts can be embedded. Because embedding fonts saves the fonts directly into the presentation, the size of the presentation file increases accordingly.

To embed fonts in a presentation:

1. Select the **File** menu ► **Save As...** command. The *Save As* dialog box opens.
2. Type the desired file name in the **File name:** text box.
3. Click the **Tools** button on the top right corner. A drop-down menu will open (see Figure 3).

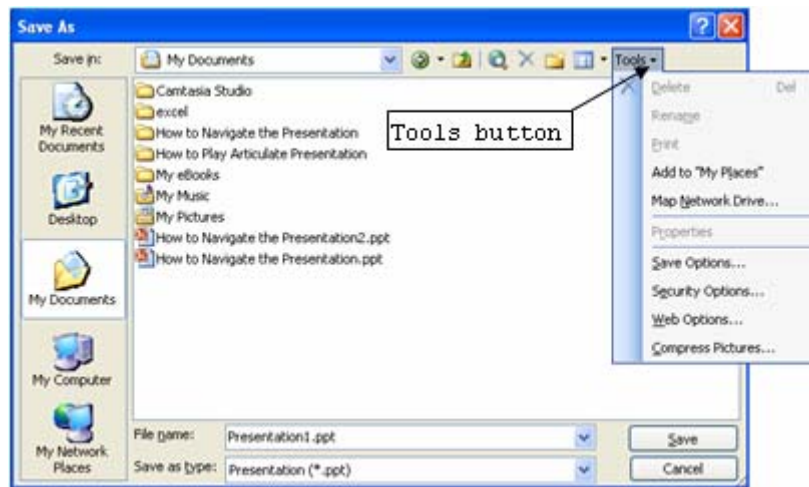


Figure 3 - Save As Dialog Box

4. Select the **Save Options...** command. The *Save Options* dialog box will open (see Figure 4).

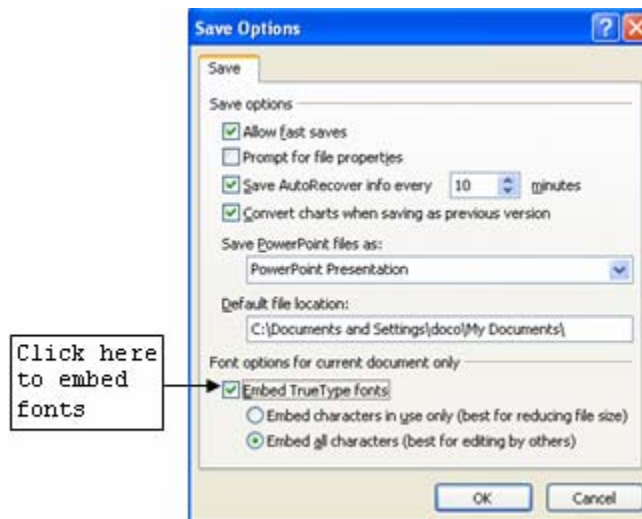


Figure 4 – Save Options Dialog Box

5. Click the **Embed TrueType fonts** check box ► **OK** button ► **Save** button.

USING THE PACKAGE FOR CD

Users can package a presentation for burning to a CD-ROM. PowerPoint 2003 allows the users to copy one or more presentations along with supporting files onto a CD. The PowerPoint Viewer is included by default on the CD and will run the packaged presentations on other computers even if PowerPoint is not installed.

To use the Package for CD:

1. Open the PowerPoint file to be packaged. If working with a new presentation, it is recommended to save the presentation first.
2. Insert a CD into the CD drive.

!NOTE:

For the computers with no CD recorder, PowerPoint allows packaging a presentation to a folder that can be moved any time.

3. Select the **File** menu ► **Package for CD...**
The *Package for CD* dialog box opens with the default CD name (see Figure 5).

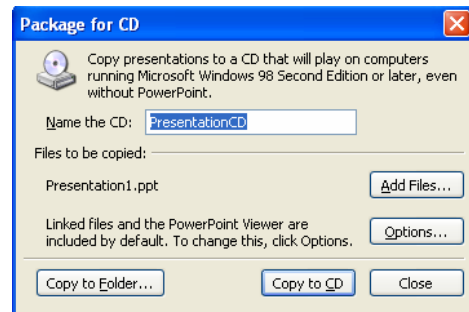




Figure 5 – Package for CD Dialog Box

4. In the **Name the CD:** text box, enter a name for the CD.
5. If there is more than one presentation to include into a package, click the **Add Files...** button ► select the desired file ► **Add** button.

!NOTE:

By default, presentations are set up to run automatically in the order added. To change the play order, select a presentation, and then click **Up Arrow** button  or **Down Arrow** button  to move it to a new position in the list. To remove a presentation from the list, click the **Remove** button.

6. Click the **Options...** button to change the default options for packaging. The *Options* dialog box will open (see Figure 6).
7. Select the necessary options ► **OK** button.
8. Click the **Copy to CD** button to burn the CD immediately. To package the files into a folder, click the **Copy to Folder...** button.

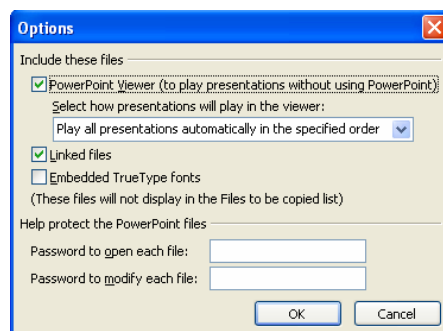


Figure 6 – Options Dialog Box

!NOTE:

When packaging the presentation, linked files are included automatically, although there is an exclusion option. Adding other files to the presentation package is also available.

USING THE POWERPOINT VIEWER

The PowerPoint Viewer is a program provided with Office 2003 that allows the user to run slide shows on computers that do not have PowerPoint installed.

To use the PowerPoint Viewer:

1. Open the folder containing the package presentation.
2. Open the “*pptview*” file.
3. Select the **Accept** option to accept the terms of the License Agreement.
4. Select the desired presentation ► **Open** button.

!NOTE:

The PowerPoint Viewer closes automatically when the slide show ends.

PREVIEWING A PRESENTATION AS A WEB PAGE

Before publishing the presentation to the Internet or to an intranet where users can view it in a browser must be saved in an HTML format. If the presentation is set up to use timings, the slide show will play in **Web Page Preview**. If not, only the current slide will appear.

To preview a presentation as a web page:

1. Select the **File** menu ► **Web Page Preview** command. The first slide in the presentation appears in the default browser (see Figure 7).

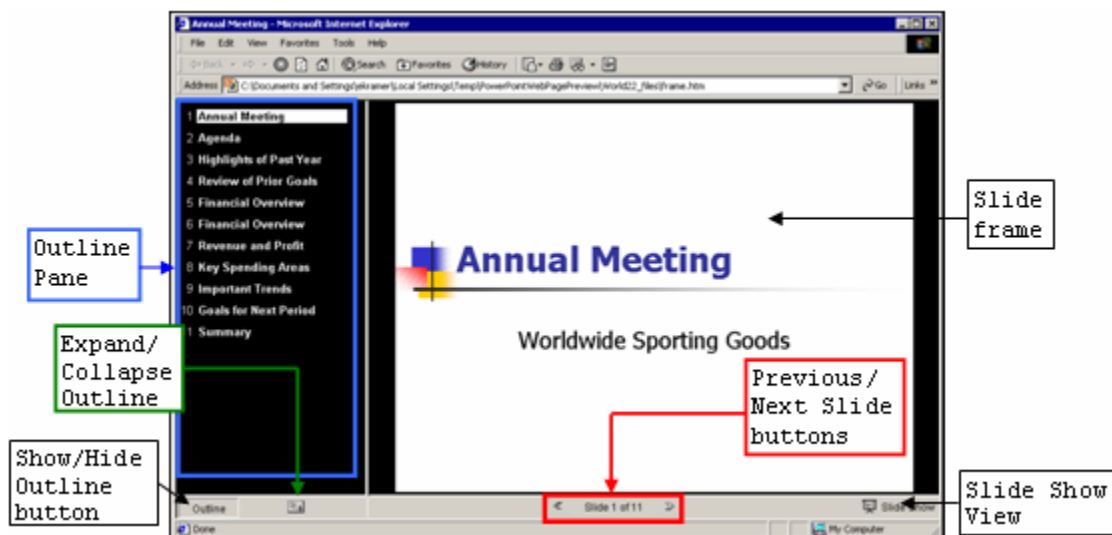


Figure 7 – Web Page Preview

FORMATTING A PRESENTATION FOR THE WEB

When publishing the presentation as a Web page, the user can specify the parts or elements of the presentation (such as speaker notes or animations) to be displayed in the Web version of the presentation. The *Web Options* dialog box can be used to control the content and format of the presentation. The slide navigation controls and page colors can be added.

Once the presentation is saved as a web page, the user can still open it in PowerPoint without losing content or formatting. Editing graphics and objects in a PowerPoint presentation can be done after the file has been saved in web format.

To format a presentation for the Web:

1. Select the **File** menu ► **Save as Web Page...** command. The *Save As* dialog box opens.
2. Type the desired name of the web page in the **File name:** text box.

3. Click the **Save in:** drop-down arrow and select the location to save the web document.

To change the web page title:

1. Click the **Change Title...** button on the *Save As* dialog box. The *Set Page Title* dialog box will open (see Figure 8).
2. Type the new title in the **Page title:** text box ► **OK** button.



Figure 8 – Set Page Title Dialog Box

To change format and web page options:

1. Click the **Publish...** button on the *Save As* dialog box. The *Publish as Web Page* dialog box will open (see Figure 9).

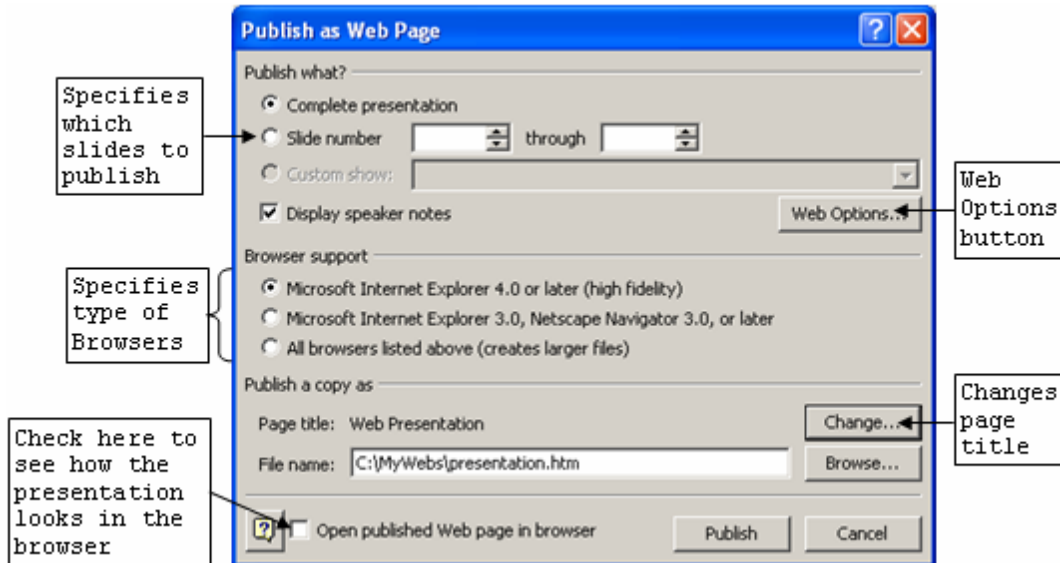


Figure 9 – Publish as Web Page Dialog Box

2. To publish the entire presentation, select the **Complete presentation** option button in the *Publish what?* section. To publish only specific slides, select the **Slide number** option button, and click the spin boxes to choose the range of slides for publishing.
3. In the *Browser support* section, select the browser(s) that will be used.
4. To see how the published Web presentation looks in the browser after publishing, click the **Open published Web page in browser** check box.

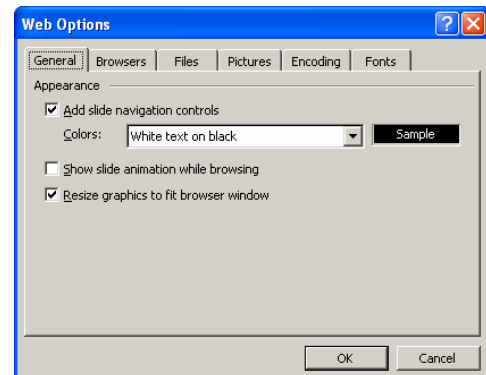


Figure 10 – Web Options Dialog Box

5. To change web page options, click the **Web Options...** button. The *Web Options* dialog box will open (see Figure 10).
6. Select the desired tab and modify as needed ► **OK** button ► **Publish** button.

Using Organization Charts/Diagrams

An organization chart displays the hierarchical relationships within a framework or organization. An organization chart consists of shapes and connecting lines. Each shape contains the name and represents the position of a unit. The lines or connectors between shapes represent relationships


between each unit in the chart. Generally, the shapes closer to the top of the chart represent a higher position in the hierarchy of the organization.

CREATING AN ORGANIZATION CHART

Organization chart slide layout can be applied to a new or an existing slide or insert an organization chart as a picture. When inserting an organization chart, it appears in a drawing canvas. The drawing canvas can be resized and moved as desired.

PowerPoint treats an organization chart as an object. Animation effects can be added. The tools on both the **Drawing** and **Organization Chart** tool bars can be used to format or recolor the object. The user can change the formatting of the entire chart by selecting a preset format from the *Organization Chart Style Gallery* dialog box.

To create an organization chart:

1. Select the **View** menu ► **Toolbars** ► **Drawing** to display the **Drawing** toolbar.
2. Click the **Insert Diagram or Organization Chart** button  on the **Drawing** toolbar. The *Diagram Gallery* dialog box opens (see Figure 11).

!NOTE:

It is also possible to select the **Insert** menu ► **Diagram...** to insert an organization chart or a diagram.

3. Select the type of chart by clicking the appropriate button ► **OK** button. The organization chart or diagram and the **Organization Chart** toolbar (see Figure 12) or **Diagram** toolbar (see Figure 13) will appear on the slide.

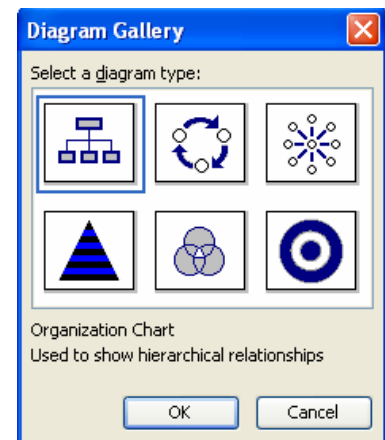


Figure 11 – Diagram Gallery

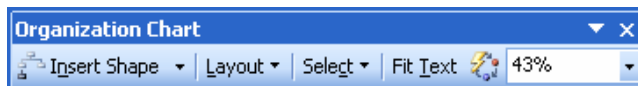


Figure 12 – Organization Chart Toolbar

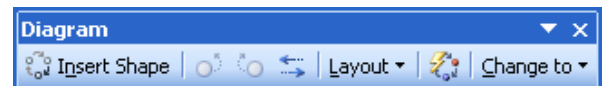


Figure 13 – Diagram Toolbar

ADDING TEXT TO SHAPES

The default organization chart contains four shapes. By default, the top shape represents the highest position. The three shapes below it are subordinates. The user can add and format text and edit, add or delete shapes. The shapes in an organization chart will adjust automatically to accommodate the text. When a shape is deselected after entering text, the drawing canvas automatically adjusts to fit the shapes within it.

To add text to shapes:

1. Select the shape by clicking it. The insertion point appears in the shape with slashes displayed around the shape as shown in Figure 14. The **Organization Chart** toolbar will appear.
2. Type the text. Press the **[Enter]** key to move to the next line within the shape.
3. To enter text into another shape repeat steps 1-2.



Figure 14 – Adding Text to a Shape

ADDING POSITIONS TO SHAPES

The user can add more shapes to an organization chart as needed. For example, to add a “*Department Head*” under a “*Vice President*,” simply add a subordinate shape to the “*Vice President*” shape.

In addition, manually drawing additional connecting lines is accomplished by selecting the **Connectors** option from the **AutoShapes** menu **AutoShapes ▾** on the **Drawing** tool bar. The connecting line will move or adjust as needed.

The following table describes the types of shapes that can add to the organization chart:

Table 1 – Diagram shapes descriptions

| Type | Position |
|--------------------|--|
| Subordinate | Appears below and is connected to the selected shape. |
| Coworker | Appears adjacent to and is connected to the selected shape. |
| Assistant | Branches off from a connecting line, below the selected shape. |

To add positions to shapes:

1. Select the shape to which the position has will be added. The **Organization Chart** toolbar appears.
2. Click the **Insert Shape** button. A menu of available shapes appears (see Figure 15).
3. Select the desired position level. The appearance will depend on the type of shape selected (see Table 1).

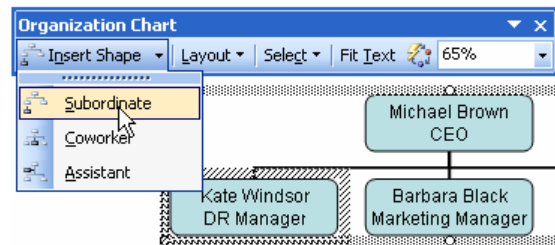


Figure 15 – Inserting additional Shapes

SELECTING MULTIPLE SHAPES

The user can select multiple shapes to format or move at the same time. See Table 2 for multiple shape selection procedures.


Table 2 – Multiple Shapes Selection

| To Select | Method |
|--------------------------------------|---|
| Multiple shapes | Hold down the [Shift] or [Ctrl] key as clicking to select each shape. |
| Multiple adjacent shapes | Drag a marquee that completely includes each shape to select. |
| All shapes on the same level | Select any shape on the desired level, click the Select button on the Organization Chart toolbar and select the Level command. |
| All shapes in a branch | Select the desired shape, click the Select button on the Organization Chart toolbar and select the Branch command. |
| All shapes in the organization chart | Click the manager shape, click the Select button on the Organization Chart tool bar and select the Branch command. |

!NOTE:

To move selected shapes individually, deselect the **AutoLayout** command in the **Layout** drop-down menu of the **Organization Chart** toolbar.

REARRANGING SHAPES

Shapes in an organization chart can change and rearrange. To change the layout, enable the **AutoLayout** command  on the **Organization Chart** toolbar. When **AutoLayout** is enabled, the user can drag any shape (except for the manager shapes) to new positions. Once **AutoLayout** is disabled, the user can resize a specific shape by dragging from its corners. Note that **AutoLayout** is automatically enabled when creating a new organization chart.

There are four available formats for chart rearrangement: **Standard**, **Both Hanging**, **Left Hanging**, or **Right Hanging**. Other layout options include fitting the organization chart to its contents, enlarging the canvas to add more white space around the chart, and scaling the chart to resize it.

To rearrange the shapes:

1. Select the shape of the highest level in the branch to be rearranged.
2. Click the **Layout** button on the **Organization Chart** toolbar.
3. Select the desired layout option (see Figure 16).

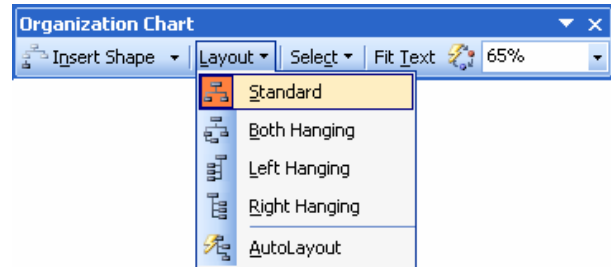



Figure 16 – Layout Options List

!NOTE:

It is also possible to click and drag each shape individually to a new position without selecting the highest level shape. To do so, drag the shape over another shape that has to be located underneath. A connecting line will be created automatically.

FORMATTING ORGANIZATION CHARTS

The user can format the shapes, connecting lines, and the background of an organization chart to enhance its appearance. For example, apply the same formatting to all assistant level shapes and their connecting lines and apply a different pattern for the manager level shapes.

If an organization chart is formatted with the default **Autoformat** style, the tools on the **Drawing** toolbar can be used to manually format individual shapes or connecting lines. The user can change the font and fill color, border style and color, thickness, or add a shadow to a shape or connecting lines. When using the **Autoformat** command  to apply one of the preset design schemes to the chart, there are limits to changing the font color of the chart.

To format an organization chart:

1. Make sure the **Drawing** toolbar is shown. If not, select the **View** menu ► **Toolbars** ► **Drawing**.
2. Select the shape(s) and/or line(s) to format.
3. Click the relevant button(s) on the **Drawing** toolbar (see Figure 17) to format.

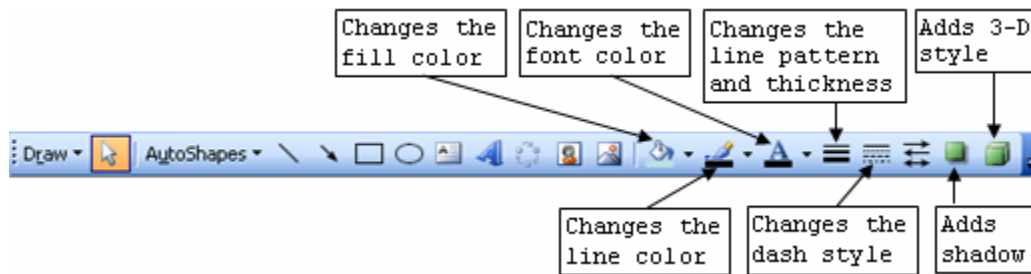


Figure 17 - Formatting an Organization Chart Using Drawing Toolbar

4. To format the organization chart background, click any blank area of the chart to select the drawing canvas.
5. Click the **Fill Color** button to format the background.
6. To apply a preset design scheme to the chart, click the **Autoformat** button. The *Organization Chart Style Gallery* dialog box will open.
7. Select the desired chart scheme. A preview of the selected style appears on the right ► **Apply** button.


INSERTING A DIAGRAM

Some types of information can be more effectively illustrated in a diagram than in a table or bulleted text. PowerPoint provides five predefined diagrams: “**Venn**,” “**Cycle**,” “**Pyramid**,” “**Target**,” and “**Radial**.” These diagrams are provided in the same dialog box as the organization chart. Consult the following table for a description of each type of diagram.

Table 3 – Types of Diagram

| Types of Diagram | Descriptions |
|------------------|---|
| Venn | Shows areas of overlap between and among elements. |
| Cycle | Shows a process that has continuous cycle. |
| Pyramid | Shows foundation-based relationships. |
| Target | Shows steps towards a goal. |
| Radial | Shows relationships of multiple elements toward a core element. |

To insert a diagram:

1. Select the **View** menu ► **Toolbars** ► **Drawing**.
2. Click the **Insert Diagram or Organizational Chart** button  on the **Drawing** toolbar. The *Diagram Gallery* dialog box opens (see Figure 11).
3. Click the desired diagram type ► **OK** button.

WORKING WITH DIAGRAMS

Additional shapes can be inserted and moved from front to back, labels can be added, and shapes within the diagram can be changed to different colors and/or styles to emphasize distinct concepts.

Use the features provided on the **Diagram** toolbar to make these types of changes (see Figure 18). **Autoformat** allows the user to apply a predefined scheme to the entire diagram. **AutoLayout** helps maintain the default look of the diagram. **Change to** is used to change from one type of diagram to another without having to create anything new. When

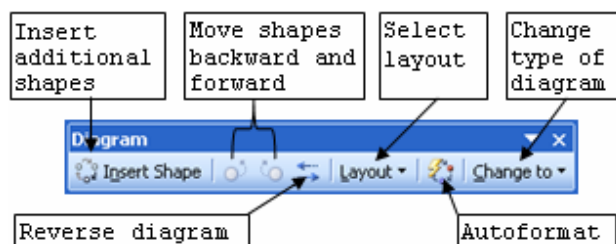


Figure 18 – Diagram Toolbar

changing diagram types, PowerPoint enables both the **AutoLayout** and **Autoformat** features.

Other diagram layout options include tightly fitting the drawing canvas to the diagram, expanding the drawing canvas to add more white space around the diagram, and scaling the diagram to resize it. The user must disable the **AutoLayout** feature to freely move diagram elements.

!NOTE:

If the diagram was first formatted manually, enabling the **AutoLayout** feature will resume any previously moved shapes to their original position.

To work with diagrams using the Diagram toolbar:

1. Select the diagram.
2. To add a label, click the applicable text box ► type the text.
3. To add a new diagram shape, click the shape to add ► **Insert Shape** button.
4. To move a shape forward or backward, click the shape ► **Move Shape Forward** or **Move Shape Backward** button.
5. To apply predefined format, click the **Autoformat** button. The *Diagram Style Gallery* dialog box will open.
6. Click the desired style. A preview of the selected style will appear on the right ► **Apply** button.
7. To change the diagram layout, click the **Layout** button. A list of available layout options appears.
8. Select the desired layout option.

Exporting Outlines and Slides

PowerPoint allows the user to export a presentation outline to Word. The user can also edit the outline using Word editing tools.

EXPORTING NOTES AND HANDOUTS TO WORD

Slides can be exported to Word to create handouts or notes pages. Although the user can print these handouts or notes pages in PowerPoint, Word provides more layout and formatting options. There are many layout options that provide printing handouts and notes pages exported to Word, such as displaying multiple slides on a page, with the notes placed next to each slide or displaying a single slide per page. In addition, the user can select a Notes layout that prints the slide notes, or simply inserts blank lines for taking notes.

The slide graphics in a Word document can be linked to the original PowerPoint presentation. When slides are linked, any changes made to the original PowerPoint presentation file will automatically be reflected in the Word document.

To export notes and handouts to Word:

1. Select the **F**ile menu ► **S**end To ► **M**icrosoft **O**ffice **W**ord... The *Send To Microsoft Office Word* dialog box opens (see Figure 19).
2. In the *Page layout in Microsoft Office Word* section, select the desired page layout.
3. To create a linked file, click the **Paste link** option button in the *Add slides to Microsoft Office Word document* section ► **OK** button.



Figure 19 – Send To Microsoft Word Dialog Box

EXPORTING AN OUTLINE TO WORD

PowerPoint allows the user to export a presentation outline to Word. The user can then edit the outline using Word editing tools.

To export an outline to Word:

1. Select the **F**ile menu ► **S**end To ► **M**icrosoft **O**ffice **W**ord.... The *Send To Microsoft Office Word* dialog box opens (see Figure 19).
2. In the *Page layout in Microsoft Office Word* section, select the **Outline only** option button ► **OK** button.

!NOTE:

The user can import the outline back into PowerPoint from Word; however, most design aspects will be lost and will need to be reapplied.

SAVING A PRESENTATION AS AN OUTLINE

In addition to exporting the presentation outline to Word, the user can save a presentation outline in rich text format “*.rtf*.” The user can then edit and format the outline in Word as desired. Hyperlinks in the presentation are saved with the outline. Graphic images, however, are not saved.

To save a presentation as an outline:

1. Select the **F**ile menu ► **S**ave **A**s... command. The *Save As* dialog box opens (see Figure 20).
2. Type the name for the file in the **File name:** text box.
3. Click the **Save as type:** drop-down arrow and select the ***Outline/RTF(.rtf)*** option.
4. Click the **Save in:** drop-down arrow and select the file location ► **Save** button.

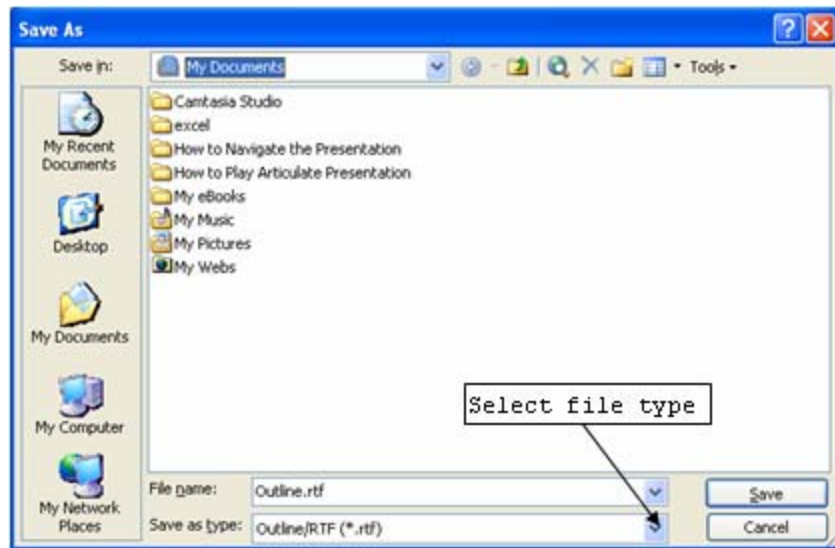


Figure 20 – Save As Dialog Box

SAVING A SLIDE AS A GRAPHIC

Once a slide has been saved as a graphic, the user can insert it as a picture into other types of documents. The slide graphic can be used as an illustration in a report, or it can be inserted into a web page. A slide can be saved in one of several graphic file formats, including JPEG File Interchange Format “*.jpg,” Graphics Interchange Format “*.gif,” Windows Metafile “*.wmf,” or bitmap “*.bmp.”

The user can save a single slide or the entire presentation as a picture. If exporting the entire presentation as pictures, PowerPoint creates a new folder and saves each slide to a separate file in the folder.

To save a slide as a graphic:

1. Select the relevant slide(s).
2. Select the **File** menu ► **Save As...** command. The *Save As* dialog box opens (see Figure 20).
3. Type the name of the file in the **File name:** text box.
4. Click the **Save as type:** drop-down arrow, and select the desired file type.
5. Click the **Save in:** drop-down arrow, and select the location for the file ► **Save** button.
The **Microsoft PowerPoint** message box will open asking if it is required to export every slide in the presentation or only the current slide (see Figure 21).

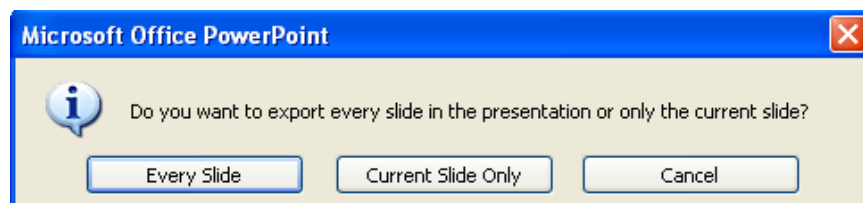


Figure 21 – Microsoft Office PowerPoint Message Window

6. Click the appropriate button.